

**TENNESSEE  
PRIVATE PROBATION SERVICES COUNCIL  
MINUTES**

**DATE:** December 5, 2008

**PLACE:** 2<sup>nd</sup> Floor Conference Room- Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, Tennessee

**PRESENT:** Board Members:  
Judge Chris Craft, Chairman  
Judge J. Klyne Lauderbach  
Dena McCollough  
Judge John Hudson  
Judge Hugh Harvey  
Judy Harvey---Arrived at approximately 10:00 a.m.

**PRESENT:** Staff Members:  
Donna Hancock, Interim Director  
Adrian Chick, Staff Attorney  
Judy Elmore, Administrative Assistant

**GUESTS:** Sean Hollis  
Mike Mashburn  
Jay Colton  
David Nimmo  
Tim Cook

**CALL TO ORDER:**

Chairman Craft called the meeting to order and the following business was transacted:

Interim Director Donna Hancock called the roll.

**MINUTES:**

**MOTION** was made by Judge John Hudson and seconded by Judge Hugh Harvey to *approve the minutes of September 5, 2008 meeting as presented.*

**MOTION CARRIED.**

**APPLICANT REVIEW****Sereatha Sullivan**

Mr. Ross, CEO of The Justice Network submitted a request that Ms. Sullivan be approved to provide probationary service. Ms. Sullivan has a Bachelor Degree in Interdisciplinary studies with minors in Management and Sociology. After a discussion and a review of the transcript a **MOTION** was made by Judge Lauderback and second by Judge Hudson to approve the applicant as a probation officer.

**MOTION CARRIED.**

**Addie M. Frazier**

Ms. Tonya Colton, Human Resources for Community Probation Services submitted a letter on behalf of Ms. Addie M. Frazier to be approved for a probation office by substituting her experience in place of the Degree to be a probation officer. Mr. Jay Colton was in attendance of the meeting and answered the question the Council members had pertaining to the experience of Ms. Frazier.

**MOTION** was made by Judge Hugh Harvey and seconded by Judge Lauderback to approve the applicant as a probation officer.

**MOTION CARRIED.**

**Michael R. Mashburn**

Mr. Michael R. Mashburn appeared before the Council requesting approval to become the CEO of a Private Probation Entity substituting his experience in place of the Degree.

**MOTION** was made by Judge Lauderback and seconded by Judge Hugh Harvey to approve the request.

**MOTION CARRIED**

**APPROVAL OF PRIVATE PROBATION COMPANY****Grace Resource Agency, LLC**

Grace Resource Agency, LLC submitted an application to become a private probation agency. Upon receive of the application and the requested documentation;

**MOTION** was made by Judge Lauderback and seconded by Judy Harvey to approve the application.

**MOTION CARRIED**

**ADMINISTRATIVE ISSUES-----DONNA HANCOCK**

Director Hancock presented the Council with the open complaint report. She stated the Private Probation Service Council has one open complaint and did not have any the same time last year.

She then presented the Council with a rough draft of the budget ending the fiscal year 2007-2008. She stated she should have the completed budget at the next meeting.

## **LEGAL REPORT---ADRIAN CHICK, STAFF ATTORNEY**

### **DISCLAIMER**

The Board is in no way responsible for the contents of the legal report. The report is presented to the Board by the Staff Attorney (Adrian Chick).

#### **1. L08-PSC-RBS2008021571**

**Complaint:** The Responded is a private probation entity registered with the Council. In this anonymous complaint, the following facts are alleged:

1. The Responded has been delinquent in making payments due to the court;
2. None of the employees approved by Council as probation officers are currently employed by the Responded; and
3. The CEO has been gone since August.

**Response:** The Respondent states that it is current on all payments due to the court and that the council was provided with written notice of the resignation of its CEO. The response was provided by an individual approved by the council as a probation officer for this entity.

**Complaint History:** None

**Recommendation:** Legal verified with the court clerk that the Respondent is in good standing and current on fees. Legal recommends dismissal of complaint.

**MOTION** was made by Judge Hudson and seconded by Judge Lauderback to dismiss the complaint.

**MOTION CARRIED**

### **NEW BUSINESS**

There was no new business to discuss.

**MOTION** was made by Judge John Hudson and seconded by Judge J. Klyne Lauderbach to adjourn.

---

Judge Chris Craft, Chairman

---

J. Klyne Lauderback, Vice Chairman